

# **ANNUAL REPORT OUTLINE**

## **COURT ALCOHOL / DRUG PROGRAMS**

### **FISCAL / CALENDAR YEAR**

#### **Activities and Accomplishments**

This includes any major program changes throughout the year (a change in type of program, governing body, director, education programs, significant procedural changes).

#### **Statistics**

This area includes a statistics form indicating such things as number of assessments, levels of care, levels of dysfunction, age, sex, race, income, offenses, and completion status. You may attach a report or add information to the body of the annual report.

#### **Income and Expenditures**

This is a short paragraph indicating the user fee fund cash balance at the beginning of the year, the income for the year, the expenditures with a general listing of disbursements, and the balance at year-end. You may attach a report or write the information into the body of the report.

#### **Certification Reviews**

Indicate whether your program had a review or visit by IJC. If you did, please indicate when the review took place, the rating you received and any general information that you deem appropriate. For example, if you received a full certification, you might want to indicate the areas in which you received a commendation. If you had a temporary, you might also want to list any fairly large areas that you need to improve along with what you have done to make those changes thus far.

*\*\* The idea is to give the Governing Body a general idea of the types of things that are going well and those that may need their attention. \*\**  
*Please also indicate who prepared the annual report and the date completed.*